

Career Plan Pilot Initiative Funding Protocols

What is the Career Plan Pilot Initiative?

The Individual Supported Employment (SEI) Work Group, a collaborative team of DDS and Community Provider representatives, has been working for several months developing a new service/funding structure for individual supported employment services. On May 12, 2011, the work group presented the Career Plan Pilot initiative to a group of 60 people representing about 25 agencies. The SEI Work Group is requesting volunteer agencies complete a career plan for at least one of their participants in order to assess the efficacy of the tool and analyze the amount of time necessary for its completion.

What Agencies Are Eligible to Participate?

All qualified providers of Individual Supported Employment (SEI) are eligible to participate in the Career Plan Pilot Initiative.

Are there any specific criteria an agency should use in determining which participant should have a Career Plan?

For the pilot, the SEI Workgroup would like to analyze a variety of career plans that are completed for individuals wanting to work independently in competitive employment setting. This would include individuals currently unemployed, underemployed or participants who are currently employed but are looking for a new job. In addition, this would include participants wanting to work in a competitive job but are currently working on a GSE workcrew.

Is There a Limit to How Many Career Plans a Provider Can Complete?

The number of Career Plans is limited to one or two individuals within an agency in order that the plans can be completed within the current fiscal year.

Can a Career Plan be completed for a Participant on either an Individual Budget or with a Contract Service Authorization through a POS Contract?

The pilot is open to individuals on either a contract or individualized budgets.

If an agency is interested in participating in the Pilot, who should they contact?

In an effort to streamline the process for the Career Pilot Initiative, agencies are to contact the regional Resource Administrator.

What Does the Provider Need from the Region to Start to Work on the Career Plan?

The resource administrator will issue a one-time service authorization for the agencies to begin to develop a career plan for each participant.

What Authorizations will be issued to the Provider to Complete the Career Plan for an individual in SEI?

For each requested career plan, there are to be two service authorizations issued to the provider. One Contract Service Authorization (CSA) or Vendor Service Authorization (VSA) is for ten hours of the additional direct face to face time at the SEI rate of \$ 58.11 that the provider will work with the participant to answer questions and complete a standardized vocational assessment tool. The other CSA/VSA is for a flat amount of \$ 571.00 for the indirect time to complete the plan. Each authorization should be effective until 6/30/2010.

What Authorizations will be issued to the Provider to Complete the Career Plan for an individual in GSE?

For GSE contracted participants who providers would like to complete a Career Plan, DDS will handle this in a similar way as those participants transitioning from GSE to competitive employment. The time spent away from the regular group activities on career plan activities will be funded as enhanced staffing beyond their normal group funding. The enhanced staffing will be paid at a rate of \$42.00 an hour for the face to face time spent on activities related to completing the career plan, in addition to the normal group per diem. However, the agency must make available to the participant a full 5 ½ hour day of service, including lunch, in order to bill the per diem rate. The day of service can include the group activities of the respective service and/or the activities relating to the completion of the career plan.

For individuals provided GSE supports through a VSA, DDS will issue one VSA for ten hours of direct SEI face to face time supports at the rate of \$ 58.11 that the provider will work with the participant to answer questions and to complete a standardized vocational assessment tool. Another VSA will be issued for a flat amount of \$ 571.00 for the indirect time to complete the plan. Each authorization should be effective until 6/30/2010.

What if the Provider Does Not Complete The Plan by June 30th?

Any provider who is unable to complete the plan in that time period will need to call either Joe Drexler (860-418- 6148) or Peter mason (860-418-6077) to have a new authorization issued for FY2012.

What if the Plan takes longer than the authorized ten hours to complete?

Providers will only be issued for the ten hours of face to face time to complete the plan. Any hours above the ten hours are to come from the participant's current SEI authorization hours or the standard GSE daily rate.

How Will Providers Bill For Completing the Career Plan for Participants on a Contract?

Payment for the direct face to face time will be contingent on submitting documentation of the actual hours to the Resource Manager. Providers should not include the additional ten hours for face-to-face time on the electronic WebResDay attendance. Payment for the Indirect one time CSA will be contingent on the submittal of a signed Career Plan and a signed Feedback Sheet to the Resource Manager.

How Will Providers Bill For Completing the Career Plan for Participants on individual budgets?

The provider will bill the FI for the direct face to face hours and the indirect one-time amount. The FY will be instructed by CO to pay any direct face to face hours pertaining to the Career Plan that are billed in the month of June. For the sake of consistency, providers will submit the signed Career Plan and Feedback Form to the region. The FI will contact the region for payment approval of the one-time indirect hours needed to complete the Career Plan. Once the region verifies that all the information has been submitted, it will officially notify the FI via email approval to pay the provider.